

AMERICAN EMBASSY MASERU VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08/2015

OPEN TO: All interested candidates

POSITION: Prevention of Mother To Child Transmission Specialist (PMTCT), FSN-11

OPENING DATE: 10/02/2015

CLOSING DATE: 10/23/2015

WORK HOURS: Full time: 40 hours/week

SALARY: For persons Ordinarily Resident (OR*) in Lesotho: M 295, 859.00 per year (M 24,659.00/month) starting salary, including allowances.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Definitions*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Maseru is seeking an individual for the position of Prevention of Mother to Child Transmission Specialist (PMTCT) tenable in the Center for Disease Control agency.

BASIC FUNCTION OF POSITION

Assists the lead Medical Officer for implementation of PMTCT/Pediatric activities conducted by the CDC Division of Global HIV/AIDS Program at its Lesotho location. She/he is the expert and agency point of contact for all activities and programmatic aspects of PMTCT and Pediatrics within CDC-Lesotho. The primary responsibility of the position is to provide technical assistance and training support for the Prevention of Mother to Child Transmission (PMTCT) and Pediatric programs.

Position is responsible for the day-to-day program and administrative management, design, implementation, coordination, and evaluation of the PEDIATRICS and PMTCT prevention program activities and studies, including coordination and collaboration with other USG agencies that implement or support PEPFAR programs in Lesotho. Job holder serves as a PEDIATRICS and PMTCT program public health specialist advisor to Lesotho Ministry of Health, partners and non-governmental organizations (NGOs) as well as contractors and implementing partners of PEDIATRICS and PMTCT program activities and studies. Job holder will be required to coordinate funding, reporting, and administration with the extramural team to ensure projects are conducted according to guidelines, and USG funds are appropriately utilized.

This management role requires public health technical leadership, results-oriented analysis, advocacy, and constant and clear communication with implementing partners, which include the Ministry of Health (MOH), other governmental organizations and non-governmental organizations (NGOs). Job holder represents CDC/Lesotho on Pediatric and PMTCT issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

A copy of the complete position description listing all duties and responsibilities is available at www.maseru.usembassy.gov and in the Human Resources Office. Contact 22312666, ext 4160/4217.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education

Completion of Medical Doctor degree is required.

2. Prior work experience

Five years of mid-to-senior level public health experience in developing, implementing and evaluating PEDIATRICS or Maternal Health or other public health programs that involve coordination with an international agency or implementing partner is required.

3. Language proficiency

Level IV (fluency – speaking/reading/writing) in English is required.

4. Post-entry training

Ongoing professional certification seminars focusing on expanding and updating knowledge, skills and abilities in PEDIATRICS/PMTCT, HIV/AIDS prevention, counseling and testing, behavior change, care and treatment, program evaluation, practices, procedures are required. Agency-specific leadership development training, and COR/CTO or Project Management of grants/cooperative agreements training are required.

5. Job knowledge

Comprehensive knowledge of current PEDIATRICS/PMTCT issues, prevention activities, community engagement, counseling and interventions, behavior change, testing, and treatment, particularly in antenatal settings, is required. An in-depth knowledge of the range of PEDIATRICS& PMTCT programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

6. Skills and abilities

Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Outstanding interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners. The incumbent must have sound judgment and excellent analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decisions and recommendations related to program policy and implementation. Intermediate user level of word processing spreadsheets and databases is required. Numerical skills for data analysis are required. Keyboarding skills that include speed and accuracy are required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
P.O. Box 333
Maseru 100
Email: hromaseru@state.gov

POINT OF CONTACT

Telephone: (+266) 22-312-666 ext. 4160/4217
FAX: (+266) 22-310-116

CLOSING DATE FOR THIS POSITION: 10/23/2015

The U.S. Mission in Maseru provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References